

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – June 18, 2009

Chairman Snyder called the meeting to order at 6:10 p.m. in the Hummel Corporate and Professional Education Center, Room 282-283

Trustees attending: Mr. Snyder, Mr. Luther, Mr. Armstrong, Mrs. Crandall, Mrs. Clark, Mr. Accattato, Mr. Russell, Mr. Barbato

Trustees absent: Mr. Dunn, Mr. Serbinio

In Attendance: Dr. Murray, Mrs. Semo, Ms. Ruffing, Dr. Hawes, Mr. Laino

Guests: Ms. Jackie Woudenberg, Mr. Robert Gassman, Ms. Valerie Prescott, Mr. David Handleman (Observer Dispatch) Asst. Prof. Jeff Steele (Academic Senate President),

Mr. Snyder moved that the minutes of the April 23, 2009 regular meeting be approved with the amendment that Mrs. Clark was present at this meeting.

Mrs. Crandall seconded the motion.

Vote-Unanimous

Mr. Snyder moved that the minutes of the April 23, 2009 annual meeting be approved.

Mrs. Crandall seconded the motion.

Vote-Unanimous

**PUBLIC COMMENT**

There was no public comment.

**EXECUTIVE SESSION**

At 6:12 p.m., Mr. Snyder moved that the board adjourn to Executive Session to address personnel matters.

Mr. Armstrong seconded the motion.

Vote-Unanimous

At 6:55 p.m., Mr. Snyder moved that the board reconvene.

Mr. Armstrong seconded the motion.

Vote-Unanimous

**PRESENTATIONS**

There were no presentations.

**CORRESPONDENCE**

Dr. Murray reported that she received a letter from Cynthia Demarest, Executive Director of NYCCT, thanking us for hosting her at the April Board of Trustees board meeting. Around September 11, 2009, there will be a NYCCT academic training session in Albany for the Board of Trustees. More information regarding this is forthcoming.

**PRESIDENT'S REPORT**

The members of the Board were asked to review the outcomes of the June 2008 Board survey. Dr. Murray presented a progress report on each outcome and trustees were asked to indicate if the item was completed or needed further attention. They were also asked to add any new recommendations for the upcoming year. Each year the Board will receive an update on their recommendations and the opportunity to amend or eliminate existing recommendations and add new recommendations. The self-assessment/recommendations will be collected at the July 9<sup>th</sup> Board of Trustees workshop.

The results of the Board of Trustees March 2009 survey indicated that changes instituted during 2008-2009, such as location of dinner, those seated at the table and day/date/time of the meeting, were somewhat positive. The Board agreed to continue with the changes.

The Board of Trustees workshop will be held on July 9, 2009, at 5 p.m. in the Library Reading Room. Joe Mello, an organizational trainer, was invited to walk the board through a SWOT analysis. Additional discussion will take place on areas to devote resources to over the next five to ten years and their vision of the college for the next five to ten years. Workshop results will be shared during the August meeting.

On the morning of August 11, 2009, Chancellor Nancy Zimpher will be visiting the college.

The Board of Trustees and Executive Council and their spouses are invited to a barbecue at Dr. Murray's house on August 12, 2009.

**COMMITTEE REPORTS**

*Mr. Russell introduced Resolution 08-21 (Tuition and Fee Schedule for 2009-2010).* This resolution recommends: full time in-state tuition be increased by \$110 from \$3,130 to \$3,240 per year; full time Technology Fee be increased by \$40 from \$50 to \$90; part time Technology Fee be increased by \$10 from \$20 to \$30; a new Change of Program fee in the amount of \$25 for students who change major; a new Health Services Fee in the amount of \$10 per semester for full time students and \$5 per semester for part time students who use the services of the Health Services department; a new International Student Fee in the amount of \$500 per semester; and a new Laboratory Fee in the amount of \$20 per eligible course.

Mr. Russell made a motion to approve Resolution 08-21 as presented.

Mr. Armstrong seconded the motion.

Vote-Unanimous

*Mr. Russell introduced Resolution 08-22(2009-2010 Proposed Operating Budget).* This resolution shows the budget reflecting an estimated enrollment increase to 2,838.1 FTEs up from the 2008-09 budget of 2,722.5 FTEs; budgeted expenditures will total \$22,699,310. This represents an increase of 6.6% over the 2008-09 budget of \$21,295,536; estimated revenues include a \$110 increase in the full-time tuition rate to \$3,240; and an increase of \$194,382 in sponsor contribution is requested from Herkimer County. Mr. Laino explained that the college tried to be as conservative as possible. The base rate for

state aid will remain the same. Dr. Murray reported that our fund balance is at 3%, which is below the recommended range of 5% to 15%, and she noted that the equipment for campus operations and instruction and laboratories equipment is funded at an insufficient level of \$56,000. Ms. Woudenberg explained the difference between the operating component and the capital component of the chargeback revenue. The budget has a 6.6% increase or \$1.4 million, of which 50% is due to health care costs. Employee benefits are increasing due to the increase of health care costs. Computer software and infrastructure is increasing to offset a decrease in staff.

Mr. Russell made a motion to approve Resolution 08-22 as presented.

Mr. Armstrong seconded the motion.

Vote-7 in favor, 1 opposed. Motion carried.

*Mr. Russell introduced Resolution 08-23 (FY 2009-2010 Community Education Service, Facilities Utilization, Child Care and Non-Credit Programming Fees).* There were no changes to these fees. Mr. Barbato questioned why this resolution contained no changes as the other resolutions did. Mr. Laino explained that these fees are reviewed each year and felt that this was the market rate. Dr. Murray explained we are trying to keep fees consistent with other county agencies.

Mr. Russell made a motion to approve Resolution 0-23 as presented.

Mr. Luther seconded the motion.

Vote-7 in favor, 1 opposed. Motion carried.

### **PERSONNEL**

Mrs. Clark reported no recommendations to the board at this time.

### **MONTHLY REPORTS**

#### **Academics:**

No report at this meeting.

#### **Financial Reports:**

*Mr. Laino gave the Financial Report.* The college is moving into a fully insured health plan as of January 1, 2010. Health insurance continues to be a concern which will exceed the budget.

Mr. Barbato made a motion to approve the Financial Report as presented.

Mr. Accattato seconded the motion.

Vote-Unanimous

Chairman Snyder presented the Petty Cash Report as of May 31, 2009. Mr. Russell made a motion to approve the Petty Cash Report as presented.

Mr. Luther seconded the motion.

Vote-Unanimous

#### **Foundation Board:**

A recommended organizational change of staff has been implemented. The Foundation Office will be centralized and relocated to the front of the College Center. The proposed

time line is to relocate the offices by August 1<sup>st</sup> and have a foundation strategic plan by mid October to incorporate into the college's strategic plan.

**Housing Corporation:**

Mr. Barbato made a motion to elect Mr. Luther to the Housing Board.

Mrs. Crandall seconded the motion.

Vote-Unanimous.

**Alumni Board:**

No report at this meeting.

**Admissions & Enrollment:**

*Dr. Hawes gave the admissions and enrollment report.* Admissions is 191 students ahead from last year. Admissions is recruiting students with an 80 or above average, resulting in having a better quality student registering. We are at 824 registered students. Tze Teck Sim is recruiting international students for the Spring 2010 semester, with the challenge being to find housing for these students. Applications for international students are up 62. There will be new criteria for admissions for the Spring 2010 semester. HCCC is not that different from other colleges in regard to students from metropolitan areas.

**MISCELLANEOUS**

Ms. Ruffing reported that the college had 541 students graduating this past year, including students who graduated in December and in the summer, with 235 students participating in the ceremony. There were 850-900 guests, plus faculty, students, and the platform party. Some changes included having the platform party report with the faculty and moving the reception from the cafeteria to the upper floor of the College Center lobby. These changes were well received, and it is hoped that this will continue again next year. Next year's commencement will be Friday, May 21, 2010, at 5 p.m.

*Dr. Murray introduced Resolution 08-25(Board of Trustee Bylaw Approval).* This resolution is in regard to issues identified in the revised bylaws: Changes made included: 1) Article 2, Section 1 was added, which identified the composite of the board; 2) Article 4, Section 6, which contained language on executive session, was deleted; and 3) Section 7 on public presentations was deleted.

Mrs. Crandall made a motion to approve Resolution 08-25 as presented.

Mr. Armstrong seconded the motion.

Vote-Unanimous

Mr. Luther moved to adjourn the meeting.

Mr. Armstrong seconded the motion.

Vote-Unanimous

The meeting adjourned at 7:50 p.m.

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